

INTERAGENCY COORDINATING BOARD FOR THE COMMUNITY USE OF PUBLIC FACILITIES



COUNTY GENERAL FUND SUBSIDY

In accordance with the user fee policy adopted by the County Council in Resolution No. 12-595 on March 31, 1992, the ability of users to pay is a consideration. Costs not covered by subsidized users should be absorbed by the county general fund or available community resources, not by other community users.

The following procedures have been established to determine eligibility for a contribution by the County General Fund to cover facility use fees. The subsidy covers classroom charges only. Other costs such as staff services, utilities, clean-up and equipment fees are not covered by this subsidy. *Please note that these procedures are applicable only if a county general fund contribution has been appropriated in Community Use of Public Facilities' annual operating budget.* To determine the availability of funding, please contact the Office of Community Use of Public Facilities at 240-777-2725.

HOW TO REQUEST A SUBSIDY/CONTRIBUTION

- Review the eligibility requirements to determine if your activity qualifies
- Complete the Request for Subsidy Application
- Submit the completed application to the below address
Office of Community Use of Public Facilities
255 Rockville Pike, Suite 201
Rockville, MD 20850

ELIGIBILITY REQUIREMENTS

In order to be eligible, the program/activity must be sponsored by a Montgomery County-based non-profit (501(c)(3) organization. In addition, all programs/activities must meet the following criteria:

- Monday through Friday standard classroom use only
- free to the participants
- led by volunteers
- documented as addressing an unmet community service
- targeted to residents receiving financial assistance

PROCESS FOR AWARDING SUBSIDY

A Community Use of Public Facilities staff member will evaluate each application for compliance with the eligibility requirements. Recommendations for award will be made to the Director, Community Use of Public Facilities, who will make the final determination. Decisions of the director are final.

APPROVED APPLICANTS

Subsidy recipients must follow the standard scheduling procedures to secure their facility space and submit building use requests to the Office of Community Use of Public Facilities during the following scheduling windows:

July 15-August 1 (for use from September 1 through March 31)
January 15-February 1 (for use from April 1 through August 31)

Space will be scheduled pending room availability. Subsidies are valid only for the fiscal year in which awarded. Applications should be submitted on an annual basis.

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SUBSIDY REQUEST FORM

Organization Name _____ TAX ID* _____
Attach current certificate of non-profit status

Legal Representative Name _____ Position _____

Address _____

Phone (day) _____ Phone (Evening) _____

Email _____ Website _____

Describe proposed program and purpose:

How are your participant identified or selected?

Are participants charged any service or material fee-and if so, how much?

Are program/activity leaders or instructors

School preference

Timeframe preference date(s) and time (s)
Only weekday classroom use is eligible

Number of Classrooms requested

Submit the completed application to

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Rockville, MD 20850

Approved applicants will be asked to submit a regular Building Use Form and comply with all applicable CUPF guidelines.

Recommendation ☐ Approve ☐ Not Eligible

Director Signature _____ Date _____